

Appendix A – Glossary

Academic Calendar

Academic calendar is the academic term of the amount of academic work completed by students at a school.

- 1 Credit Hours – Nonstandard terms
- 2 Credit Hours – Standard terms of quarters
- 3 Credit Hours – Standard terms of semesters
- 4 Credit Hours – Standard terms of trimesters
- 5 Clock Hours
- 6 Credit Hours – Without terms

Actual Disbursement Record

A Common Record submitted to the COD System to request or substantiate funding. Actual Disbursement Records post to a student/borrower's award (loan or grant). Records either release funds available to a school via drawdown or FedWire/ACH or substantiate money already made available to the school. Records must be submitted with a payment trigger set to "Y". An Actual Disbursement Record refers only to Pell Grant and Direct Loan Awards.

Administrative Cost Allowance (ACA)

This is money paid to schools to offset some of the cost of delivering financial aid to students.

For the Federal Pell Grant Program, the amount is \$5 for each student at the school who receives a Federal Pell Grant.

This amount is based on the number of Pell recipients reported by the school, including students who withdrew from the school or were transferred, even if all Federal Pell Grant funds were recovered.

Administrative Relief Request

This is a school's request to ED to grant relief to a school unable to meet the September 30 deadline, due to:

- An event, such as a natural disaster
- A processing error
- Or other circumstances beyond the school's control

Advance Funding Method

Under the Advance Funding Method, a school receives an initial authorization amount from which it may draw down funds from the Grants Administration Payment System (GAPS).

The Pell Processor adjusts the school's initial authorization amount during the award year based on the receipt and acceptance of disbursement records transmitted by the school.

American Standard Code for Information Interchange (ASCII)

This is one of the standard formats for representing characters and text files. This is the format that Text messages are sent by the Pell Processor. The message class used is PGTX.

Attended Campus

This is the campus attended by the student as noted by the Pell ID.

If the school is a branch campus with a unique Pell ID, the branch campus Pell ID is used to identify that location on individual payment records. If the school is a branch campus without a unique Pell ID, the Pell ID of the eligible location is used as the attended campus Pell ID.

Attended School Entity Identifier

The location where the student will be attending classes for which Federal Financial Aid funds are being used.

Award

An Award refers to the amount of money given to a student for a given award year. Awards are designated by program, (ie: Direct Loan, Pell Grant or campus-based programs).

Award Year

The twelve month period beginning July 1st and ending June 30th of the following year for which funding has been authorized for the Federal Pell Grant Program. Funding for Federal Pell Grants and campus-based programs is provided on an award year basis.

Award Year Cycle

The standard period during which a school can submit origination and disbursement records and expect to draw down funds for accepted Pell eligible students processed by the Pell Processor.

The cycle begins July 1st and ends September 30th of the following year. As an example, for 2002-2003, the award year cycle is from July 1, 2002 to September 30, 2003. See the annual Federal Register Pell Deadline Date Notice for further information concerning Postdeadline Processing beyond the normal award year cycle.

Batch

Users submit groups of records in a file called a batch. A batch consists of a Grant Batch Header Record, one or more detail records, and a Grant Batch Trailer Record. Each batch can have only one type of record. Origination and disbursement records may be sent at the same time but they must each be sent in separate batches with a separate Grant Batch header and Grant Batch trailer separating them.

Batch Acknowledgement Date

This is the date on which the processed batch acknowledgement is sent back to the school or servicer through SAIG.

Batch ID Number

Each legacy batch sent must have the same unique batch ID number in the Grant Batch Header and Trailer. The format for the Batch Number is as follows: XXCCYY999999CCYYMMDDHHMMSS

XX	Batch Type (alpha)
CCYY	Last Year in Reporting Cycle
999999	Reporting Pell Institution Number
CCYYMMDD	Date Batch Created
HHMMSS	Time Batch Created

Batches that do not have unique batch numbers or that have different batch numbers in the Grant Batch Header and Grant Batch Trailer are rejected.

Batch Processing Date

This is the date on which the Federal Pell Grant Program completes processing the origination or disbursement data batch.

Batch Received Date

This is the date on which the batch was received for processing.

Batch Type Codes

Each Batch number has a Batch Type Code that identifies the type of batch. The Batch types are as follows:

#A	Statement of Account
#C	Reconciliation
#D	Disbursements
#G	System Generated
#M	Multiple Reporting Record
#O	Originations
#P	Origination Acknowledgement from the WEB
#R	Data Request
#T	ASCII Text
#W	Disbursement Acknowledgement from the WEB
#Y	Year to Date

Campus-Based Programs

The term applied to three federal Title IV student aid programs administered on campus by eligible institutions of postsecondary education:

Federal Perkins Loan Program

Federal Work-Study (FWS) Program

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Case Management and Oversight (CMO)

This is the U.S. Department of Education office responsible for overseeing school eligibility. Regional representatives work with schools on reimbursement and cash monitoring.

There are 10 Case Management Teams that include staff located in Washington, DC and ten field offices. These teams:

- Perform on-site reviews and analysis of reports on schools and their agents
- Review and approve institutional applications for initial or renewal SFA certification

- Process and maintain schools Program Participation Agreements and eligibility notices
- Recommend reimbursement method of funding
- Maintain institutional and student data in Schools Channel databases (PEPS); for example, address changes, etc.
- Review institutional compliance audits and financial statements
- Work with both domestic and foreign institutions

For more information see the document Sources of Assistance available on www.sfadownload.ed.gov

Central Processing System (CPS)

This is the ED system that processes student financial aid applications (FAFSA), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR) for the applicant, and transmits ISIR data electronically to schools.

Changes

Corrections made to a previously submitted Common Record are referred to as Changes.

Clock Hour Programs (or Credit Hour Programs without Terms)

This identifies academic programs in which duration is measured by clock hours or by credit hours completed with no terms.

Common Origination and Disbursement (COD) System

The COD System is a technical solution designed to accommodate the COD Process for Pell Grant and Direct Loan funding and campus-based reporting.

Common Record

The Common Record is a data transport mechanism exchanged by trading partners participating in Student Financial Assistance. The Common Record is a document formatted in Extensible Markup Language.

Complex Element

An XML Element that contains other elements. It may also contain text but it isn't required. Elements contain other elements in order to provide for logical groupings of data. For example, an applicant's address information can be represented by the following XML:

```
<home_address>
    <street>1 Country Drive</street>
    <city>Small Town</city>
    <state>VA</state>
    <zip>11111</zip>
</home_address>
<work_address>
    <street>1 Main Street</street>
    <city>Big City</city>
    <state>VA</state>
    <zip>22222</zip>
</work_address>
```

Through the nesting of street, city, state, and zip code information in the home_address and work_address complex elements, the information is logically grouped and the meaning of each group of address information is very clear. Complex elements can contain other complex elements so many levels of nesting and organization are possible.

Cost of Attendance (COA)

Cost of Attendance is used to determine the student's scheduled Pell Grant award and is always based on the cost for a full-time student for an entire academic year. It must be greater than 0000.

These costs can consist of:

- Tuition and fees
- Allowances for room and board
- Allowance for books, supplies, transportation, and miscellaneous personal expenses
- Allowances established by the school for dependent care, disability-related expenses, study abroad, and employment expenses related to cooperative education programs
- Cost of computer allowance
- Special exceptions to which cost components apply, including less than half-time students, correspondence study students, incarcerated students, and students receiving instruction by telecommunications

For further information see the Student Financial Aid Handbook available for download at www.ifap.ed.gov

CPS Transaction Number

A sequential number assigned by CPS to each new or correction of an eligible SAR/ISIR.

Cross Reference Field

This is an optional identification field that can be entered into the student origination and disbursement (for example, it may be a school-assigned student ID or different SSN). This field is now known as the Origination Cross-Reference Field or the Disbursement Cross-Reference Field.

Current Social Security Number

This is the Social Security Number (SSN) reported by the student on the Free Application for Federal Student Aid (FAFSA) for the given transaction number.

Data Request

This record is used to request information from the Pell Processor. Schools can request an Electronic Statement of Account (ESOA), a Year-to-Date (YTD) file, a Multiple Reporting Record (MRR), or a Reconciliation file.

Date Enrolled This Award Year

This is the date the student first enrolled (for example, the first day the student attended classes) in an eligible program for the applicable award year. If the student enrolled in a crossover payment period before the first day of the award year (July 1), report the actual date enrolled, even though that date occurs before the start of the award year.

Dear Partner Letter

This is a means of communicating all policy or major programmatic information on federal student financial aid issues from ED to the postsecondary financial aid community.

Dear Partner Letters are posted on the IFAP Web site, www.ifap.ed.gov.

Deobligation

The Federal Pell Grant Program runs a program late in the award year called the deobligation. This program reduces a school's authorization to the amount of accepted disbursements the school has submitted.

Destination Point

In Electronic Data Exchange (EDE), this is the receiver and transmitter of Title IV applicant and/or Pell Grant payment data with the Student Aid Internet Gateway (SAIG, formerly known as Title IV WAN). It may be a postsecondary school servicing one or more schools or a service agent servicing multiple schools.

Detail Record

A batch consists of a Grant Batch Header Record, one or more detail records, and a Grant Batch Trailer Record. A detail record can be an individual student origination or disbursement record, or an individual data request or institution data record. See the record layouts for each type of detail records for more information.

Direct Loan Program

A Federal program in which the government provides four types of education loans to student and parent borrowers:

- Federal Direct Stafford Loan (subsidized, for students)
- Federal Direct Unsubsidized Stafford Loan (for students)
- Federal Direct PLUS Loan (for parents)
- Federal Direct Consolidation Loan (for students and parents)

The US Treasury guarantees these loans, which are referred to collectively as Direct Loans.

Disbursement

Title IV program funds are disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED
- Federal Family Education Loan (FFEL) Program funds received from a lender, or
- Institution funds used before receiving Title IV program funds.

Disbursement Record

This is an Electronic Data Exchange (EDE) record that contains regular disbursement information.

Disbursement Record Acknowledgement

This is the reply to a school's submission of student disbursement data that has been processed through the Federal Pell Grant Program. It is returned to the school with updated information which explains the results of Federal Pell Grant Program processing.

Disbursement Reference Number

This is a unique identifying number 01 to 99 that is on each disbursement. It cannot be repeated. Schools and Servicers can use 01-65 on their disbursement records. The Disbursement Reference numbers 66-99 are reserved for ED Use on System Generated Disbursements.

Document

In the context of XML, a document is a message or data transmission and is a combination of markup and content. Markup is a type of language contained within start and end tags. Content is the data that falls between the tags. A Common Record message or transmission is considered to be an XML document.

Downside Adjustment

This is the amount of money that a school returns for their Federal Pell Grant Program recipients during the award year. This return should occur no later than 30 days from when the student's award changed.

DUNS (Data Universal Numbering Scheme) Number

Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.

Edit/Comment Codes

These are a series of numeric codes that explain processing results, including data corrections, duplicates, and record rejects, for specific processed origination and disbursement records for a Federal Pell Grant recipient.

Edit Only Records

Edit Only Records are records sent as edits only, and are not intended to request or report funds.

Electronic Data Exchange (EDE)

This process allows participating destination points to exchange federal student aid application and Federal Pell Grant payment data electronically with the Student Aid Internet Gateway (SAIG, formerly Title IV WAN).

Element

XML documents consist of elements that are preceded and terminated with tags. An example of an element is <LastName> Smith </LastName>, where LastName is an element.

Eligibility Used

Eligibility Used percentage field is calculated by summing all of the accepted disbursement records for this student at this attended institution and dividing that amount by the Scheduled Federal Pell Grant Award at the attended institution.

Eligible Applicant(s)

An eligible applicant is a student who has submitted a Free Application for Federal Student Aid (FAFSA) and meets the eligibility requirements for a Federal Pell Grant.

The student must be currently enrolled or be a prospective student at a postsecondary school which is accredited to participate in Student Financial Aid programs.

Electronic Statement of Account (ESOA)

This is the electronic version of the Statement of Account (SOA) that summarizes the status of a school's spending authorization versus amount expended to date for that award year.

Enrollment Status

Enrollment Status, prior to 2002-2003, was submitted by standard academic term schools and used by the Federal Pell Grant Program to calculate a student's Pell Grant award. Although still required for Phase-In Participants, this field is unedited for 2002-2003 and is not used for calculation by the Federal Pell Grant Program.

Enterprise Application Integration Bus (EAI Bus)

This system acts as a bridge between schools and the COD System. It transmits information from schools to COD and vice versa. Schools send information to the EAI Bus via Direct Loan and Pell Grant Origination and Disbursement records or Common Records. The EAI Bus sends origination and disbursement information to the COD System.

Enterprise Wide

SFA is seeking solutions which support all of the SFA enterprise, not just a departmental solution.

Entity Identifier

Unique identifier for each data exchange partner.

Estimated Disbursement Dates

This field position in the student origination record contains 15 dates for which a disbursement to a student is estimated to be made. Each student must have at least one estimated date of disbursement.

(Valid Values = CCYYMMDD)

Range = N days prior to Disbursement Start Date (20020701) to Disbursement End Date (20080930)

Expected Family Contribution (EFC)

When a student applies for federal student aid, the information reported is used in a formula established by the U.S. Congress. This figure, which is determined according to a statutorily defined method known as the Federal Need Analysis Methodology, is used for all students in determining eligibility for Title IV student financial aid.

This formula determines the Expected Family Contribution (EFC), an amount the student and his/her family are expected to contribute toward the student's education (although this amount may not exactly match the amount the student and his/her family actually contributes). If the EFC is below a certain amount, the student is eligible for a Federal Pell Grant, assuming they meet all other eligibility requirements.

Federal Pell Grant Payment Schedule

Schedule of Federal Pell Grant Awards. Schedule is based on the EFC, the enrollment status, and the school COA. The schedule is usually posted in January on the IFAP Web site, www.ifap.ed.gov, for the upcoming award year.

Federal Pell Grant Program

This is a type of federal financial aid grant awarded to qualified student applicants. A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree is usually earned after earning a bachelor's degree in a field such as medicine, law, or dentistry.) In some cases, a student may receive a Pell Grant for attending a postbaccalaureate teacher certificate program. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

Federal Pell Grant Web site

The Federal Pell Grant Web site improves school access to Pell Grant Data. Schools or Servicers use this Web site to verify batch statuses, submit data requests, check account balances, or enter institution data records via the Internet. In addition, schools can enter post-deadline data records.

Financial Control

Financial control is a code indicating the source of financial control for a school.

Use the code that best describes your school:

- | | |
|-------|--------------------|
| 1 | Public |
| 2 | Private, nonprofit |
| 3 | Proprietary |
| Blank | No change |

Financial Management System (FMS)

The FMS receives financial data from SFA that records obligations and payments. This information is then reported to GAPS.

Financial Management System Software (FMSS)

FMSS is a system within EDCAPS (ED Central Applications Processing Systems) that posts obligations received from GAPS to the general ledger and processes receivables.

Free Application for Federal Student Aid (FAFSA)

This is the application that must be filed by an applicant to apply for any Title IV student financial aid distributed by the federal government.

Full Participant

A Full Participant is a school that will be submitting the Common Record in the new XML format to COD for origination and disbursement of the Pell Grant and Direct Loan programs over the Student Aid Internet Gateway (SAIG). This is instead of submitting the multiple layouts in fixed file formats, or “legacy records”.

GAPS Award Number

This identifies a specific school year and grantee within GAPS for the processing of obligations and payments. It consists of:

- Program Office code, which identifies the ED Program Office making the award.
- Catalog of Federal Domestic Assistance code (CFDA) code, which identifies the specific program making the award.
- CFDA subpart, which identifies a particular type of award account.
- Year which identifies the school year of the award; for example, either the beginning or ending year of the school year pair.
- Sequence number, which uniquely identifies the school that receives the award.

Grant Batch Header Record

A batch of data records sent is made up of a Grant Batch Header record, detail records, and a Grant Batch Trailer record. The Grant Batch Header record is at the top of the file, and it includes a header identifier-GRANT HDR, the data record length, a unique batch ID number, the OPE-ID number, and Software Provider ID.

Grant Batch Trailer Record

A batch of data records is made up of a Grant Batch Header record, detail records, and a Grant Batch Trailer record. The Grant Batch Trailer record is at the bottom of the file, and it includes a trailer identifier-GRANT TLR, the data record length, a unique batch ID number (the same number as in the Grant Batch Header Record), the number of Records, the reported total of the batch, and the Sign Indicator (positive 'P' or negative 'N').

Grants Administration and Payment System (GAPS)

GAPS is the system used by ED's Office of Chief Financial Officer to process school-specific obligations and to make payments against those obligations. GAPS is part of EDCAPS and interfaces directly with U.S. Treasury's Federal Reserve System.

Hours/Credits in Academic Year

This is the number of program hours in a program's year.

Only programs using clock hour or non-standard term credit hour academic calendars enter this field.

If the student attends a term-based program measured in credit hours (including standard academic term programs with less than 30 weeks of instructional time), enter the number of weeks of instructional time in the school's definition of academic year.

Incarcerated

This code indicates the incarceration status of those students who are in local (not state or federal) penitentiaries and who are otherwise eligible to receive Federal Pell Grants.

Instance of Award

Multiple awards may be reported on a single Common Record. Each Instance of Award refers to each award that may be present on a single Common Record.

Institution Type

- 1 = Less than 1 year
- 2 = 1 year, less than 2 years
- 3 = 2 years, less than 3 years
- 4 = 3 years, less than 4 years
- 5 = 4 years (baccalaureate)
- 6 = 5 years or more

Otherwise, leave blank.

Institutional Data Record

This record is sent by schools on the Federal Pell Grant Web page to change information concerning the school. This information includes the financial aid administrator's (FAA) name, telephone number, school address, and defining characteristics such as length of program, institution type, and financial control.

Institutional Financial Aid Professionals (IFAP) Web Site

This SFA Web site (www.ifap.ed.gov) provides information to financial aid professionals in the areas of Title IV federal programs, publications, regulations, and correspondence regarding administration of Title IV federal programs. This Web site also maintains Action Letters, Dear Partner Letters, Electronic Announcements (P-Messages), Federal Registers, and SFA Handbooks issued by ED.

Institutional Student Information Record (ISIR)

This is the electronic version of the Student Aid Report (SAR) that indicates eligibility for the Federal Pell Grant Program.

The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and NSLDS (National Student Loan Data System) Financial Aid History information.

It is transmitted electronically to postsecondary schools and state educational agencies from the CPS.

Just-In-Time (JIT) Method

Schools using the Just-In-Time payment method, do not receive an initial authorization. The accepted disbursement records report disbursement amounts and function as the school's request for funds that are provided immediately to the school.

As a result of this systemic improvement, schools using the JIT payment method are relieved of several cash management regulatory requirements.

Multiple Reporting Record (MRR)

The Multiple Report Record (MRR) identifies originations and/or disbursements being reported by more than one institution for the same student. The MRRs are designed to provide institutions with information to identify and resolve potential overaward payments and concurrent enrollments before they occur. Institutions may request records identifying the institutions which have originated or disbursed for specific recipients, specific institutions, or for all students originated at their school. This request can be done electronically through the Federal Pell Grant Web site or by phone to Customer Service (1-800-4-PGRANT). Disbursement records being reported by more than one school for the same student are automatically sent to each applicable institution for resolution.

Name Code

Name Code is the first two characters of the student's last name as reported on the FAFSA and part of the Student ID. It is provided in the ISIR and appears on the SAR.

National Student Loan Data System (NSLDS)

As a Title IV automated system, the National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965.

This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

Negative Disbursement

When a Phase-In Participant submits a disbursement record in the legacy format, one of the required elements is the Sign Indicator. This indicates when the disbursement amount is an increase or a decrease to the total amount that has been disbursed to the student. A debit or decrease amount is a negative disbursement.

OPE (Office of Postsecondary Education) ID

Unique 8-digit OPE code used to identify a location of an institution. This code will end with 00 for the main campus.

Original SSN

This is the Social Security Number (SSN) as originally reported by the student on the FAFSA. The legacy file uses the Original SSN to identify the student in the Origination ID. COD uses the Current SSN as a student Identifier. The student's Current SSN is not the same as the Original Social Security Number (used in the Student ID to submit origination or disbursement data) if the student has submitted SSN changes to the Federal Student Aid Application Processing System.

Phase-In Participants will submit the both the Original and Current SSNs on each student's Origination record.

Origination ID

Each student has a unique number called an Origination ID that identifies the student, the award year, and the attending campus for the student. The Origination ID is on the origination record as well as the disbursement record. The format of the Origination ID is as follows:

999999999XX200399999900

SSN – 999999999	001010001-999999999
Name Code – XX	Two letter alpha code
Year Indicator – 2003	Last Year of the Award Year Cycle
Valid Attended Pell ID	999999
Orig Sequence Number – 00	This is always 00

If the student transfers mid-year and is attending a new school, he or she will have a new Origination ID that identifies the new attending campus.

Origination Record

Origination records are prepared and submitted by schools using the EDEExpress software or the school's own software.

Origination record data is received and edited by the Pell Processor to ensure that the student is eligible to receive the reported amount of Federal Pell Grant funds and to establish the student account.

Origination Record Acknowledgement

This is a reply to a school's submission of student origination data that has been processed through the Federal Pell Grant Program. It is returned to the school with updated information that reflects the results of Federal Pell Grant Program processing.

Origination Sequence Number

The Sequence number is part of the Origination ID number in the legacy file format. It follows the Pell ID number and is always 00.

999999999XX200399999900

SSN – 999999999	001010001-999999999
Name Code – XX	Two letter alpha code
Year Indicator – 2003	Last Year of the Award Year Cycle
Valid Attended Pell ID	999999
Orig Sequence Number – 00	This is always 00

Over-Paid Record

A student is 'over-paid' when the Origination Award amount is less than the amount already disbursed to the student. This occurs when an Origination record is updated to a lower award amount after the student has been disbursed. The Edit/Comment warning message 323 is returned to the school and the updated origination is processed notifying the school of the error.

When the award amount is lowered to an amount lower than the amount already disbursed, a negative disbursement record should also be sent. If the Pell Processor receives no negative disbursement in 30 days, a system-generated negative disbursement will be created by the Pell Processor and sent to the school. This negative disbursement will be sent in the PGDA message class but the batch identifier will be #G to identify it as a system-generated negative disbursement. Also, the individual detail records in the disbursement batch will have a disbursement reference number of 66 to 99.

Payment Methodology (PM)

This is the method of calculation used to determine a student's payment in the Federal Pell Grant Program.

The five payment methods are:

- 1 Standard-term, credit-hour program where weeks in program's academic year are equal to or greater than 30 weeks
- 2 Standard-term, credit-hour program in which the weeks in program's academic year are less than 30
- 3 Any credit-hour program with standard or nonstandard terms
- 4 Clock-hour programs and credit-hour programs without terms
- 5 Programs offered by correspondence

Payment Trigger Flag

The Payment Trigger Flag is a field on the Common Record that designates a record as an Actual Disbursement Record. It signals the COD System to post the amount of disbursement to an award (loan/grant).

Pell ID of Attended Campus

This is the Pell Institution Number of the campus where the student is actually attending.

If the school is a central campus and your branch campuses have unique Pell Institution Numbers, always enter the Pell Institution Number of the campus the student is actually attending.

Pell Institution Number

This is a six-digit number assigned to a postsecondary educational school that's eligible to participate in the Federal Pell Grant Program.

Performance Based Organization (PBO)

Performance Based Organization is an organization based on the principle that it is held accountable for producing measurable results which customers value. In return, the organization is given unusual flexibility in the way it can pursue those results.

Phase-in Participant

A Phase-In Participant is a school that communicates with COD over the Student Aid Internet Gateway using the "legacy" record formats defined in the Federal Direct Loan and Federal Pell Grant Technical Reference documents. This is instead of using the Common Record in XML to communicate with COD.

P-Messages

P-messages are a type of ad hoc correspondence that are sent via e-mail, SAIG message, listserv, or posted on the IFAP Web site. P messages are sent to every eligible school in the Federal Pell Grant Program to communicate an announcement or problem when over 50 schools are affected.

Postsecondary Education Participants System (PEPS)

PEPS is the system that provides the Federal Pell Grant Program's processing system with school eligibility information.

Potential Overaward Project (POP)

Federal Pell Grant regulations allow a student to receive a maximum of one full Scheduled Pell Grant (SPG) during an award year. When a school submits a student record for payment (either a Full Participant or a Phase-In Participant) the Federal Pell Grant System will verify if the student has already been paid his full award. If this disbursement exceeds 100 percent of his full award, it is temporarily approved and all the involved schools are notified of the POP by MRR record. After 30 days of overaward all disbursements at all schools will be set to zero and schools must resubmit disbursement records to reinstate the funds.

Processed Acknowledgement Record

These are student origination and disbursement data records submitted and processed through the Federal Pell Grant Program.

Origination and disbursement acknowledgement data batches are returned to the school and imported into the software's database.

Processing Date

This is the date that the origination or disbursement record was processed through the Federal Pell Grant Program.

This appears on the acknowledgement record in century/year/month/day (CCYYMMDD) format where:

CC	Century
YY	Year
MM	Month
DD	Day

Processing Termination

COD Process termination occurs when a Common Record designated as an Actual Disbursement substantiates a draw down.

Program Specific

In the context of the edits, some edits performed in the COD System are program specific. They apply only to Direct Loans, such as loan limits, or only to Pell Grants.

Real-time

Describes an application that requires a program or process to respond immediately, typically on-line while an operator waits for the response or update. The alternative is batch processing which is done for high volumes and does not require the operator to wait for each response.

Reasonability Checks

Checks that confirm information is within prescribed parameters to allow posting to the COD database (e.g., date of birth is numeric and between 19901231 and 19020101).

Receipt

The COD System returns a receipt after it performs an XML Schema check. The receipt is sent to the Full Participant after the Common Record is received by the COD System, but before actual processing of the Common Record.

Recipient Financial Management System (RFMS)

RFMS is the processing system that institutions used to report Federal Pell Grant student payment data and request funding adjustments from 1999-2000 through 2001-2002.

Reconciliation File Record

This is a data request type record that is included in the legacy record layouts. It was first implemented as a text file in 1999-2000 and then as a separate message class in 2001-2002.

The file can be requested for an individual student and it includes the Student's Name, Origination ID, Scheduled Award Amount, School's Award Amount, and Amount Disbursed YTD or it can be requested for a school's entire Pell population.

This file can be requested by any users; however, it is usually requested by schools using a third-party or home-grown software or mainframe.

Record Status Code

This is a code that indicates the processing results for origination and disbursement records. The status code values are:

A	Accepted
C	Corrected
D	Duplicate
E	Rejected

Reported Date Enrolled

This is the first date the student was enrolled, as reported by the school. (See also Date Enrolled This Award Year.)

Reporting Campus

This is the Pell Institution Number of the campus that receives the Federal Pell Grant authorization and submits origination and disbursement records for itself and any branch campuses, which it may have.

This item is entered under the Institution option from the Setup menu.

Response

The Common Record which is sent back to the school after processing is complete. This Common Record contains updated information including edit comments and rejects, if applicable.

Scheduled Pell Grant

A primary concept in the Federal Pell Grant Program is the Scheduled Pell Grant or Scheduled Award. The Student Financial Aid Handbook uses the term “Scheduled Award.” The concept of the Scheduled Pell Grant has always been important because it limits the student to a maximum payment for an award year. It assumes that the student is enrolled full time for a full academic year, and the calculated amount is based upon a given Cost of Attendance and Expected Family Contribution. If a student does not complete an academic year, in both weeks of instructional time and hours, he or she will receive less than a full Scheduled Pell Grant.

The student’s Scheduled Pell Grant cannot be exceeded, even if transferring to another school or if attending multiple terms and sessions during the award year. For example, the total Federal Pell Awards for a full time student attending Fall Term, Spring Term and a Summer session cannot exceed the Scheduled Award.

Secondary EFC (Expected Family Contribution)Code

This is a code indicating the Expected Family Contribution (EFC) on which the school based the student's Federal Pell Grant award.

The acceptable values are:

- O Federal Pell Grant award previously based on the Secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.
- S Federal Pell Grant award based on the Secondary EFC is calculated by the CPS.
- Blank Secondary EFC never used.

Simple Element

An XML Element that does not contain any other elements. A Simple Element contains only text. An example of a Simple Element is:

```
<simple_element_name>text for this simple element</simple_element_name>
```

Student Aid Internet Gateway (SAIG)

The SAIG (formerly TIVWAN) is the primary vehicle which transports data between the Pell Processor and schools via the Internet. It also provides the Pell Processor with participation data. This data assists the Federal Pell Grant program in determining which schools are eligible to send data electronically. By enrolling in SAIG, schools will be able to exchange information electronically with ED.

Student Aid Report (SAR)

After the student's application is received by the CPS, the processor will produce a Student Aid Report (SAR). The SAR will report the information from the student's application and, if there are no questions or problems with the application, the SAR will report the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid. The EFC will appear in the upper right-hand portion of the student's SAR. The results will be sent to the student and to the schools that he or she listed on the application.

Student Aid Report Identification (SAR ID)

This ID consists of the student's:

- Original Social Security Number (SSN)
- First two letters of the student's last name (name code)
- Transaction number
- Students Attending Multiple Branch Campuses
- The Pell Processor accepts one origination record per reporting campus/attended campus combination.

If the school system has branch campuses with unique Pell Institution Numbers and students attend more than one campus during the award year, origination records must be established in with the Pell Processor for each attended campus a student attends.

When making disbursements to students who attend more than one campus during the award year, you must ensure that the total disbursements to the students do not exceed the scheduled Pell award for the award year.

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Substantiate

The act of accounting for funds already drawn. In the COD Process, schools can substantiate funds by sending in an Actual Disbursement Record (where the payment trigger is set to “Y”)detailing disbursement amount and date.

System Generated Negative Disbursement

The Pell Processor on overpaid and POP records creates a system-generated negative disbursement. This is a negative disbursement that is sent in the PGDA message class but the batch identifier is #G to identify it as a system-generated negative disbursement, and the individual detail records in the disbursement batch have a disbursement reference number of 66 to 99.

Tag

A tag is an element name that is used inside brackets to denote the beginning and end of content. For example, <LastName>Jones</LastName> uses the tag of LastName.

Term and Nonterm Programs not using Formula 1

This identifies academic programs that use a payment methodology of 2-6, but not formula 1.

Title IV Student Financial Aid

Federal financial aid programs for students attending postsecondary educational schools, authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of Education. Title IV programs consist of:

- Academic Achievement Incentive Scholarship Program
- Pell Grants
- FSEOGs
- FWS
- Federal Perkins Loans
- Federal Direct Student Loans
- FFEL Program
- Federal Consolidation Loans
- Gaining Early Awareness and Readiness for Undergraduates Program (GEAR-UP)
- LEAP
- Robert C. Byrd Honors Scholarships

Total Eligibility Used (%)

The Total Eligibility Used percentage is the sum of all of the Eligibility Used percentage amounts at all campuses attended by this student for the particular award year.

Trading Partner

Two parties that exchange electronic data. Those parties that do not exchange data through the COD System can use the Common Record as a means of data exchange. These organizations are known as trading partners. Examples of trading partners are: FFEL partners and schools; state grant agencies and schools, alternative loan partners and schools.

Transaction Number

This is a two-digit number that identifies a specific SAR or ISIR transaction from the CPS for the applicant and for processing control purposes.

Verification Status Code

This is a code that you enter to best describe the method used to verify the student's application information.

The Verification Status Codes are:

V	Verified
W	Without Documentation
Blank	Not selected for verification

Note: If a student not selected for verification is submitted on an origination record with a W in error, the origination record must be updated with a "V".

Weeks in Academic Year

This is the number of weeks of instruction in the program's academic year.

Weeks Used to Calculate Payment

This is the total number of weeks of instructional time a school uses to calculate this student's award.

XML Schema

XML Schema specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.

Year-to-Date (YTD) Data

This is the total year-to-date originations and disbursements that are accepted by the Federal Pell Grant Program for a school for an award year.

Year-to-Date (YTD) Disbursed Amount

Total amount that has been reported by the school and acknowledged as being disbursed to the student for the year.